

POSITION DESCRIPTION
COUNTY OF BARTHOLOMEW COUNTY, INDIANA

POSITION: Head Cook
DEPARTMENT: Youth Services Center
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: October 1992
DATE REVISED: October 2018

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Bartholomew County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Head Cook for Bartholomew County Youth Services Center, responsible for assuring proper preparation and serving of all meals for residents and staff.

DUTIES:

Supervises Cooks and other kitchen workers, providing training and corrective instruction and/or assistance as needed, occasionally schedules duties for employees.

Maintains count of residents and staff and plans meal menus, assuring proper nutrition levels and allowances for special diets and needs of residents. Orders food and supplies accordingly.

Directs and/or assists with preparation and serving of meals to Youth Center residents and staff; completes related paperwork and check lists and assure proper preparation of kitchen for next day's operations.

Assists with serving meals, ensuring that each resident receives correct portions.

Directs and/or assists with maintaining cleanliness of all kitchen equipment and facilities, including steam table, cabinets, grill, stoves, fryer, cooler, and walk-in refrigerator.

Changes menus and revises kitchen preparations as needed to accommodate changes in nutritional needs and/or special diets.

Maintains and stocks inventory, rotates inventory, completes a variety of food service documentation and paperwork.

Assures proper security of kitchen cutlery and tools/utensils; monitors kitchen stocks and inventories.

Receives food orders and shipments and completes related paperwork as required; assures proper preparation and/or arrangement of food inventories.

Serves on-call duty to answer questions, resolve problems, and plan special menu items for persons with special health needs.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Thorough knowledge of standard cooking and food service practices applicable to Youth Center operations, with ability to direct and apply appropriate procedures to daily operations accordingly.

Thorough knowledge of and ability to perform and direct all cleaning and sanitation procedures related to kitchen and food service operations; formal training in food handling/sanitation preferred.

Thorough knowledge of kitchen mathematics, with ability to understand technical guides and instructions.

Thorough knowledge of all applicable safety practices and procedures, with ability to monitor others and assure personal safety of self, co-workers, and other Youth Center personnel.

Ability to supervise Cooks and other assigned workers, providing training, assistance, and corrective instruction as needed.

Ability to physically perform cooking and serving duties and operate related utensils and equipment, including but not limited to slicers, toasters, dishwashers, grills, mixers, knives, food processors, and fryers.

Ability to follow verbal instructions and perform duties under minimal supervision.

Ability to complete training in security measures; handling of special incidents such as assaults, disturbances, and discovery of contraband.

Ability to physically perform the essential duties of the position.

Ability to follow all personnel policies and rules of the organization.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or to maintain confidentiality of department information and records according to Center and State requirements.

Ability to effectively communicate orally and in writing with co-workers, and residents, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

II. RESPONSIBILITY:

Incumbent supervises assigned kitchen workers and performs cooking/serving duties according to general instructions and customary procedures, discussing major problems and/or deviations from guidelines with Supervisor as needed. Incumbent's work requires accuracy in following detailed recipes, preparing meals in accordance with the American Dietetic Association recommendations and with standards established by licensing bodies, accuracy in maintaining inventory of cutlery and related kitchen tools, care and skill to protect equipment, food, and personnel. Incumbent assures proper planning and layout of all kitchen operations, exercising judgment to assure proper preparation of food and protection of equipment, food, and personnel.

Incumbent reports directly to Director of Youth Services Center.

III. PHYSICAL EFFORT:

Incumbent's duties involve moderate physical exertion, such as standing/walking for extended periods, working near extreme temperatures, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, crouching/kneeling/stooping, bending, reaching, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent is not required to make regular and sustained physical efforts for long periods of time.

IV. WORKING CONDITIONS:

Incumbent performs majority of duties in a kitchen and dining environment, exposed to high temperatures, grease, sharp utensils, and cleaning substances. Incumbent also maintains some contact with potentially violent and/or hostile Youth Center residents.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Head Cook for the Youth Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name